

Department of the Army
Washington, DC
1 November 1999

***Automated Information System
Manual**

END USER'S MANUAL for VERSION 3.2/3.3

INSTALLATION MATERIEL CONDITION STATUS REPORTING SYSTEM (IMCSRS)

Summary. This manual provides end user operating procedures for installations utilizing the personal computer based Installation Condition Status Reporting System (IMCSRS).

Applicability. This manual applies to all installations processing DA form 2406 in accordance with AR 700-138, Army Logistics Readiness and Sustainability.

Interim changes. Interim changes to this manual are official only if they are authenticated by HQDA, DCSLOG, ATTN: DALO-SMR. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this manual is the USAMC Logistics Support Activity (LOGSA). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to CDR, LOGSA, ATTN: AMXLS-RRS, Redstone Arsenal, AL 35898-7466.

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IMCSRS

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1. GENERAL

System Title: Installation Materiel Condition Status Reporting System (IMCSRS)

Reports Control Symbol (RCS): CSGLD-1042 (R4)

References

- a. AR 700-138, Army Logistics Readiness and Sustainability.
Instructions for data entry on the DA Form 2406 are based on the instructions contained in AR 700-138, Chapter 2.
- b. This manual supersedes, End User Manual for Installation Materiel Condition Status Reporting System (IMCSRS), dated June 1998.

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Purpose of the End User Manual. The manual is to provide the operator of the system with the information necessary to install and utilize the system effectively on a personal computer.

Purpose of the System. The Installation Materiel Condition Status Reporting system (IMCSRS) is designed to provide for data reduction of the DA Form 2406 and to create files for transmission to the Major Army Command (MACOM) and to the USAMC Logistics Support Activity (LOGSA) for further consolidation. Information contained in the Readiness Integrated Data Base (RIDB) and historical reports are produced from this input along with the input from other MACOM's. The system also provides various reports for analyzing the readiness of DA Form 2406 reportable items at the installation and unit level. The system replaces Version 3.1 of IMCSRS.

Applicability. The system supports requirements for data reduction and submission of DA Form 2406 from all units not possessing a standard automated materiel condition reporting system such as the Army Materiel Status System (AMSS) module of ULLS/SAMS.

System Description. IMCSRS is designed to operate at the installation level with personal computers utilizing input from units submitting Materiel Condition Status Reports (DA Form 2406). The system produces various reports for the installation and units reflecting the status of reportable equipment, and provides output media for use at the MACOM, U.S. Army Materiel Command, and HQDA.

Security and Special Handling.

a. IMCSRS is an unclassified system. All reports and computer files are unclassified when consolidated below corps level.

b. The system does not provide internal security to prevent unauthorized alteration or deletion of data. It is recommended that the system be installed on a computer with limited access to preclude damaged or lost data files. (Password protected)

2. SYSTEM SUMMARY

Application Summary. The IMCSRS is capable of processing the Materiel Condition Status Reports (DA Form 2406) for any number of reporting units. The system will allow entry of data, perform edits on critical items, format and produce a variety of reports for the installation and the reporting unit. The system provides for preparation of files for transmission to the MACOM and to LOGSA, and for routine backup of records. The system is also designed to handle FY2000. The Year portion of the date is displayed in the 'YYYY' format.

Performance. IMCSRS is an relational data base system, providing on screen guidance for data input through the use of menus, prompts, and help screens. All necessary files for operating the system are either provided to the user or are created by the program during operation. Processing time will vary with the size and number of units being processed on each system.

System Environment.

IMCSRS was developed and tested using the hardware and software configuration described below. Proper operation can only be guaranteed based on the test environment.

System Requirements.

- CPU - 386, 486, Pentium
- Windows - 3.11, Windows95, WindowsNT
- Memory - The minimum requirements for running Windows (16M extended memory is recommended
- Storage for IMCSRS - 5M (Your data may require more storage)
- Printer - Laser Jet for best results
- Color Monitor
- 3.5" 1.44M HD Diskette Drive

Assistance and Problem Reporting. When requesting assistance, you should be prepared to describe what you are trying to do; what menu screen is being displayed, what error message is being displayed; what page you are on in the manual, etc. Assistance with problems related directly to the software should be reported directly to the USAISSC Customer Assistance Office (CAO), DSN 687-1051 or Comm 804-734-1051 (available 24 hours a day). Functional assistance should be referred directly to Logistic Support Activity (LOGSA), DSN 645-9709 or 645-9710 (Comm 256-955-9709 or 256-955-9710)

System Changes. Recommended changes to the system can be submitted using DA Form 2005-R, Engineering Change Proposal-Software (ECP-S). ECP-S should be submitted through the proponent agency, Commander, LOGSA, ATTN: AMXLS-RRS, REDSTONE ARSENAL, AL 35898-7466.

3. System Installation

IMCSRS can easily be installed by someone familiar with the Windows environment. As with any new software, it is recommended that you immediately make a working copy, or copies, of the program and data files that are provided. The installation diskettes contains compressed files that will be decompressed during installation.

For Windows 311 Users, from program manager, select the File Menu, select Run and type the drive letter you are installing from and Setup.exe. (e.g. A:\Setup.exe)

For Windows 95 and Windows NT Users, from the desktop, click on the Start button. The Start Menu should appear. Place the mouse pointer on 'run' and then click. The dialogue box entitled 'Run' should appear. Type the drive letter you are installing from and Setup.exe (e.g. A:\Setup.exe)

Access Control. The system will require a userid and password supplied with the distribution of the system. These are intended to prevent tampering with the forms and codes and does not provide adequate protection for your data. The program should be installed on a limited number of computers that are directly controlled by the operators in order to preclude unauthorized use.

Supporting Work.

It is recommended that the following references and aids be available in or near the work area:

- a) AR 700-138, Army Logistics Readiness and Sustainability,
- b) AISM 25-L1B-AGU-ZTH-EM, IMCSRS End User Manual,
- c) Reportable Equipment List (Produced from IMCSRS),
- d) UIC list of reporting units (Produced from IMCSRS)

4. PROCESSING REFERENCE GUIDE.

Capabilities and Limitations.

a) The program is designed for reducing manually prepared DA Form 2406's to an automated format. Some edits are built-in; other edits cannot be practically or efficiently performed:

(1) The password field in the Logon screen is case sensitive. If, for example, the password required is 'imcs', keying in 'IMCS' cause the logon process to fail.

(2) Once the user has passed the Logon screen, the Caps Lock key should be engaged to ensure that all report information prints in upper case.

(3) Sequence numbers will sort automatically based on the LIN.

(4) Because the DA Form 2406 allows for partial months on equipment received or turned in during the period, the system will calculate the available and nonavailable days sum to the possible days shown.

Conventions.

a) The Reportable Equipment File will be updated on an as required basis by the USAMC Logistics Support Activity (LOGSA). A diskette containing updated files will be provided to each using installation, and must be loaded in all PC's using IMCSRS prior to submitting next report.

5. Starting IMCSRS

To start IMCSRS from the Program Manager

1. Switch to the Windows Program Manager, and open the group window that contains the IMCSRS 3.2 Icon.

2. Do one of the following:

a) Double Click the IMCSRS Icon



b) Use the arrow keys to select the IMCSRS Icon, and then press ENTER.

3. At the Logon Screen:

a) Type the UserID, press ENTER

The Users ID/Name is up to 8 Characters.

b) Tab to the Password, Block type in Password, press ENTER

The Password is at least 4 characters and no more than 8 characters.

*****The Password is case sensitive**

4. After Successfully logging on, you will see the start up screen! (Figure 1)

*If you cannot start IMCSRS, check the path or Check UserID and Password to ensure they are correct. Make corrections if necessary and try again.



Figure 1 - Startup Screen

6. First Time Users

When using the system for the FIRST TIME, you are required to enter information pertaining to your installation or site. You will get the following screen:

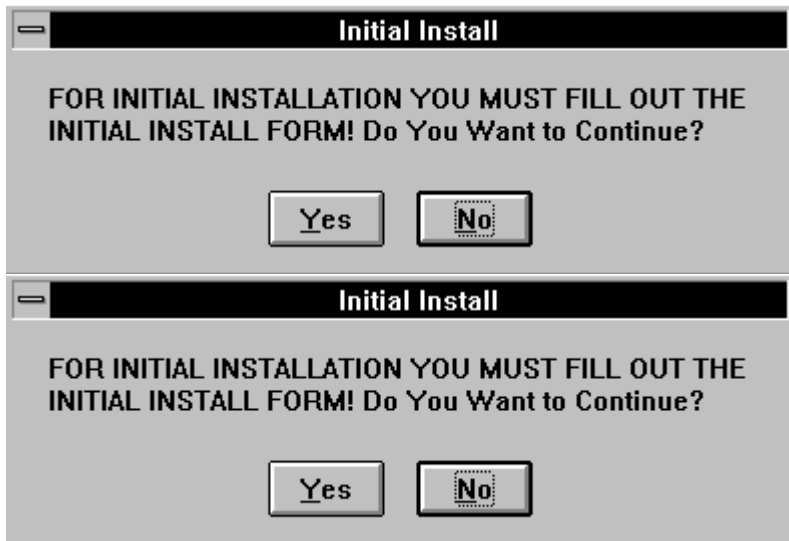


Figure 2 - Initial Installation Query Screen

If you choose

- a) Yes - the Initial Installation Input Screen will appear. You can then fill in the necessary information.
- b) No - you will be logged off the System.

7. Installation Screen (Figure 2a)

Installation Name

The Name of the reporting Installation. This should be the installation with data reduction responsibilities. (Maximum 20 Characters)

Major Command Code (1 Character Code 'F' for FORSCOM OR 'T' for TRADOC)

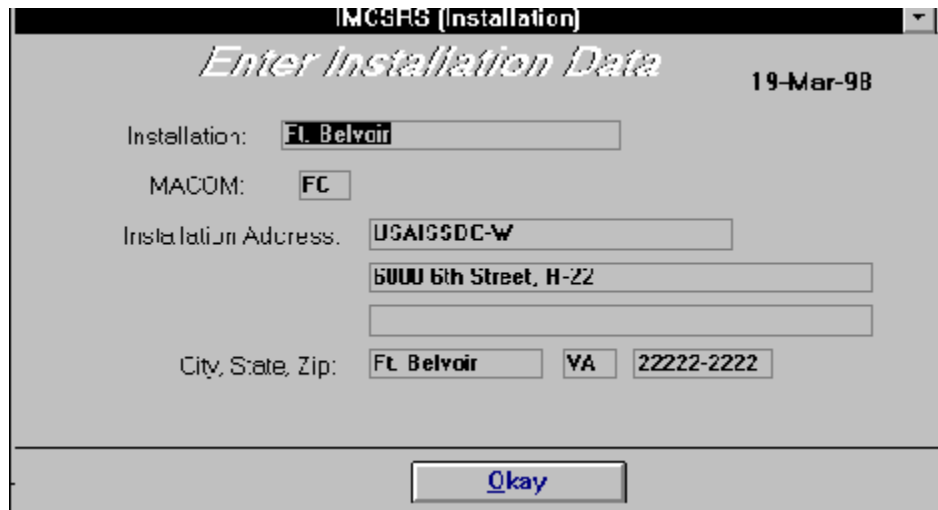
Address.

3 Lines for the Street (Maximum 50 Characters per Line)

City (Maximum 25 Characters)

2 Character State Code.

Zip Code + 4 format



The screenshot shows a software window titled "IMCSP3 (Installation)". Inside, the title "Enter Installation Data" is displayed in a stylized font. The date "19-Mar-98" is in the top right corner. The form contains several input fields: "Installation:" with "Ft. Belvoir", "MACOM:" with "FC", "Installation Address:" with "USAIGSDC-W", "5000 6th Street, H-22", and an empty third line. Below these, "City, State, Zip:" is split into three fields: "Ft. Belvoir", "VA", and "22222-2222". An "Okay" button is at the bottom center.

Figure 2a - Initial Input Screen for Installation Data

After this information is completed, the system will calculate and record the Beginning, Ending and Prepared Dates for the Active Army and Reserves when you click Okay to exit to Input Edit Menu. **These dates will be based on the reporting period you are in when the system is loaded.**

8. Main Menu

From the Main Menu, (Figure 3) the user accesses the entire system. To make a selection from any menu, you can click the associated button or press **ALT + HotKey** (the underscored letter in the menu choice). Each menu displays the **Title** and the **System Date**

Input Edit Menu - Gives access to Installation, Unit and Equipment information. This information can be deleted, added, or edited.

Reports Menu - This menu allows users to select from several report options. The reports are to different media, including electronic mail, diskette, and hardcopy.

Administrative Menu - The administrative portion of the system allows users to update the reportable equipment table, save current report information to disk, back-up and restore system.

About IMCSRS (Figure 3a) - Gives the user information on the development of IMCSRS and the version being run.

Exit IMCSRS - Asks the user for confirmation when logging off. Will log user off the system if the reply is positive.

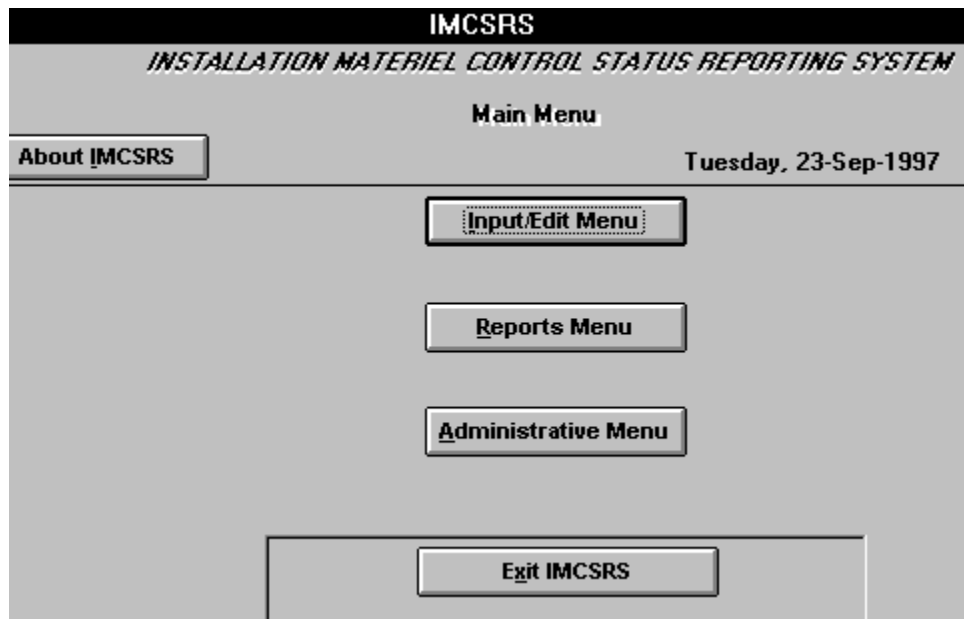


Figure 3 - Main Menu

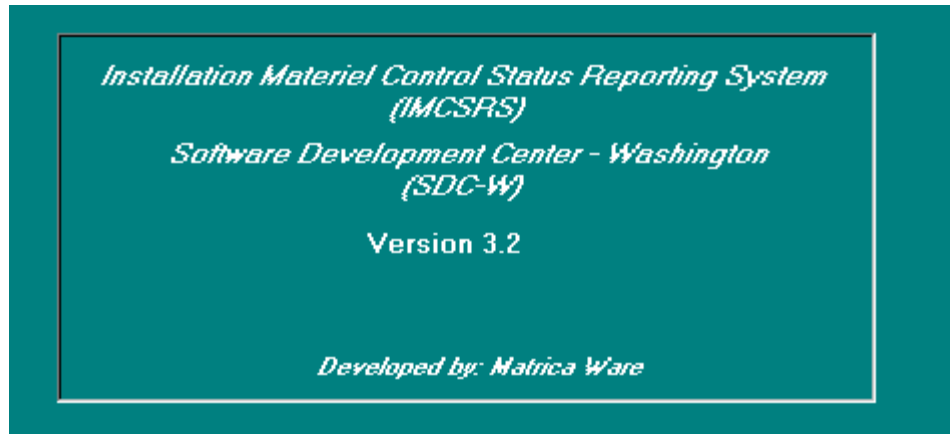


Figure 3a - The About IMCSRS Screen

9. Input Edit Menu (Figure 4)

Installation Data (Figure 5) - Allows you to edit the data that was entered during the Initial Startup.

Unit List - Lists all Units that have been entered . You can scroll through the list or can find a specific unit. Units can be added, deleted or edited. You may also access the equipment data for a specific Unit.

Select Unit(s) - Allows you to bring up a specific unit or all units but only one unit can be viewed on the screen at a time. Units cannot be deleted from this section, but they can be added and edited. The equipment data is accessible from this screen.

Equipment Data - You can access the equipment data for all units and scroll through each unit's data.

Exit To Main Menu - Returns to the Main Menu.

Exit IMCSRS - Asks for confirmation when logging off. Will log off the system if the reply is positive.

The screenshot shows a terminal window titled "IMCSRS[Inputs/Edits]". Below the title bar, the text "INSTALLATION MATERIEL CONTROL STATUS REPORTING SYSTEM" is displayed in blue. Underneath, "Input Edit Menu" is shown in blue, and the date "Thursday, 19-Mar-1998" is displayed in a box on the right. The main area contains five buttons: "Installation Data", "Unit List", "Select Unit(s)", and "Equipment Data" are arranged vertically in the center. At the bottom, there are two buttons: "Exit to Main Menu" on the left and "Exit IMCSRS" on the right. The "Exit IMCSRS" button has red text.

Figure 4 - Input Edit Menu

10. Installation Data (Figure 5)

The Installation Data Input Screen allows you to edit the information you entered during the Initial Start-Up. It contains the same format and information as the Initial Input screen.

Changes are saved as soon as you exit a field. There is not a special key for saving. You can **Undo** any changes before exiting by clicking the **Cancel Button**.

The entire record cannot be deleted! Only changes are allowed. The Installation Data must contain an Installation Name, and Installation Code.

IMCSRS (Installation)

Installation Data

Installation: Ft. Belvoir

MACOM: E

Installation Address: USAISSDC-W, Stop H-22
6000 6th Street

City, State, Zip: Ft. Belvoir VA 22222-2222

Cancel Exit to Edit Menu

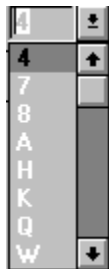
Figure 5 - Installation Edit Screen

11. Unit Data List (Figure 6)

On the Unit Data Screen, you can enter the data for each UIC you maintain.

Unit Identifier Code (UIC) - The UIC must begin with the letter **W** and must contain **6 characters**. The last two digits should be **AA**, **99** or **98** unless it begins with **W0** or **W4**. If UIC begins with **W0** or **W4** it be accepted regardless of the last two characters. The UIC CANNOT contain the letters O or I. UIC codes beginning with **W1KN** are also valid provided they contain a total of 6 characters.

Utilization Code - Pressing the down arrow under the Utilization Code heading gives you drop down list (see below) of valid Utilization Codes to choose from as listed in AR700-138.



Unit Name - Enter the Unit Name, which cannot exceed 20 characters.

TOE Number - Enter the MTOE of the unit, as found on the DA Form 2406 submitted by the unit. The entry is a local option reference only; however, the entry should normally appear as 11-201H or 11201H as examples.

Validation Status - A UIC can have a validation status of:

- Incomplete - One or more items in the UIC equipment list is incorrect. As a rule an item is incorrect when the authorized quantity and the quantity on hand are both zero.
- Blank - There are no items in the UIC equipment list.
- Valid - There are one or more items in the UIC equipment list. Additionally, each item has values greater than zero in the authorized quantity and quantity on hand fields, and the relationship between possible days, available days, and down days is correct.


Unit Data

UIC	Utilization Code	Unit Name	TOE Number	Validation Status
W1JBAA	Q	RTS MAINTENANCE		VALID
WV4U99	A	HHD 1ST BDE	ARWV4U9	VALID
WV4V99	A	1BN/354REGT/1BDE	ARWV4V9	VALID
WV4Z99	A	2BN/355REGT/1BDE	ARWV4Z9	INCOMPLETE
WVS299	A	2BN/377REGT/2BDE	ARWVS29	INCOMPLETE
*				

Record: 1 of 5

Figure 6 - Unit Data List

The buttons at the bottom of the screen: All buttons can be activated by **clicking** or by using **ALT + HotKey**.

Open Equip: This button will bring up the Equip Data Entry Screen. You can also access the Equip Data Entry Screen by Double Clicking the  immediately preceding the Unit whose data you wish to access.

Find: Find button allows you to enter information you wish to do a search on. You can enter an entire data field or any portion to search.

New: Goes to a blank line for data entry. This mostly needed if there is a long list of data to scroll. The systems automatically readies a new line when you begin to enter data.

Delete: Deletes a Unit. It will also delete the Equipment Data for the Unit if there is any.

Cancel: Will Undo any changes made to a record, before you move to another record.

Prev Menu or Main Menu: Returns you to the Previous or Main Menu

12. Select Unit(s)

You may select an individual UIC & Utilization Code to view. From the Input Edit Menu, click the **Select Unit(s)** button. A query box (Figure 7a) for you to insert the UIC you wish to view and click **OK**.

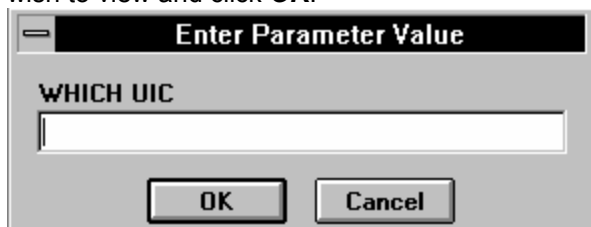


Figure 7a - Which UIC Query

After entering the UIC, the query box (Figure 7b) for the Utilization Code will appear. Enter Utilization for that UIC and click **OK**

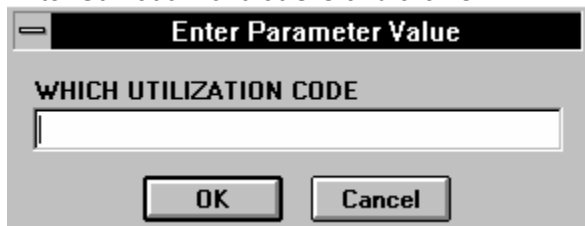


Figure 7b - Which Utilization Code Query

You can view a series of UICs by using the wildcard character (*) with any combination of the UIC. Examples:

- **UIC and Utilization Code will display the distinct UIC and Utilization Code.
- **Any portion of the UIC and '*' (no quote marks) and Utilization Code will display any ** UIC matching the characters you type and the Utilization Code
- **Blank UIC and Utilization Code will display all UICs containing the Utilization Code
- **UIC and blank Utilization Code will display all the distinct UICs
- **Blank UIC and blank Utilization Code will display all records

IMCSRS (Single Selection Unit Data)	
UNIT DATA	
UIC :	<input type="text" value="WCTCAA"/> UTILIZATION CODE: <input type="text" value="8"/>
UNIT NAME:	<input type="text" value="22ND BATTALION"/>
TOE:	<input type="text" value="2222222"/>
<div><input type="button" value="Prev Menu"/> <input type="button" value="Main Menu"/></div>	
<div><input type="button" value="First"/> <input type="button" value="Previous"/> Record: 1 of 1 <input type="button" value="Next"/> <input type="button" value="Last"/></div>	

Figure 7 - Selected UIC Data

The data for the UIC is the same data as shown in the List of UICs. You may add or edit the UIC data, but you cannot delete a UIC from this screen. You can access the equipment data for the UIC by **double clicking** the space immediately preceding the UIC Name. (In the above example, just before W0CHAA). This will bring up the **Equipment Data Screen (Figure 8)**.

13. Equipment Data (Figure 8)

The Reportable Equipment List is developed from Appendix B, AR 700-138. If an error in the system file is detected, see instructions under Assistance and Problems Reporting (page 5). The error will be corrected during a subsequent distribution of the Reportable Equipment List. Do not attempt to use a Model Number that is not listed in the Reportable Equipment List. Refer to figure 8, Equipment Data Input, when reading this section.

Updating the 2406. Press the button labeled “About Updating the 2406” on the Update Data Form 2406 Screen for help on keying in items correctly.

Resequencing. Press the button labeled “Resequencing” to resequence items. Sequence numbers should begin with 1. The list in equipment list in Figure 8 is properly sequenced.

Validate. To exit this screen, press the “Validate” button. When you exit this screen, the status of the UIC is validated.

a) **SEQ (Sequence).** Each line of the report is numbered. The items contained on the DA form 2406 are listed in LIN sequence. If only one model is on hand, then a single entry is made. The Sequence Number is automatically generated by the system. When there is more than one model number of the same LIN on hand, a generic entry, known as a base record, is created automatically. The model on a base record is left blank. The user must enter the authorized quantity on the basic line. The different models are placed on separate lines using the sequence number followed by a letter, ie: 2, 2A, 2B.

(b) **EOS (Effect on System).** By pressing the down arrow associated with the EOS field (shown below), you may choose a valid EOS from the drop down list provided as listed in the DA Form 2406 preparation instructions in AR 700-138. Effect on system codes should be entered by the unit preparing the report for all Systems listed in Section II, Appendix B of AR 700-138, if the item falls below 90% FMC. Codes reported by the unit will be in column 9b(2) of DA Form 2406.

	3	0
A	Computer Problem	↑
B	Shelter, Trailer	
C	Communication	
D	NBC Equipment	
E	Environmental C	
F	Missile Subsystem	
K	COMSEC Problem	
M	Prime Mover Pro	↓

(c) **MODEL.** Select the down arrow under the Model Number column for a list of Reportable Model Numbers (shown below) as listed in the Reportable Equipment List. Make your selection from this list and the ECC and LIN are filled in by the system. Once a record has been created, the model number cannot be changed. To change the model, you must delete the record and recreate it.

103278A	QB	J35835
103278A	QB	
111	NH	
1150ROPS	ND	
116	NE	
12	NE	
1200	OQ	
125GC40MS3	QC	
126ETP	QH	

(d) **ECC/LIN.** The ECC/LIN is automatically entered by the System after the Model Number is selected from the Model List. If there is not a Model on hand, you can select the ECC/LIN from the LIN drop down list. Once a record has been created, the ECC/LIN cannot be changed. To change the ECC/LIN you must delete the record and recreate it.

(e) **ATH (Authorized)**. Enter the authorized quantity of the item from column 9d(1) of DA Form 2406. Note that the authorized quantity will be zero (0) for sublines if more than one model of an ECC/LIN is on hand, or if a reportable item is on hand but not authorized in the unit.

(f) **OH (On Hand)**. Enter the on-hand quantity of the item from column 9d(2) of DA Form 2406.

(g) **POSS (Possible days)**. Possible Days will be automatically calculated by the system using the On-Hand Quantity and the Days in the Reporting Period. You do not need to adjust this amount.*

(h) **AVAIL (Available days)**. Available Days will be automatically calculated by the system using the On-Hand Quantity and the Days in the Reporting Period. It is adjusted by the system as you enter the number of Not Mission Capable days

(i) **NMCSO (Not Mission Capable Supply Organization)**. Enter the number of days reported in column 9e(3)(a)-S of the unit DA Form 2406.

(j) **NMCMO (Not Mission Capable Maintenance Organization)**. Enter the number of days reported in column 9e(3)(a)-M of the unit DA Form 2406.

(k) **NMCSS (Not Mission Capable Supply Support)**. Enter the number of days reported in column 9e(3)(b)-S of the unit DA Form 2406.

(l) **NMCMS (Not Mission Capable Maintenance Support)**. Enter the number of days reported in column 9e(3)(b)-M of the unit DA Form 2406.

The buttons on the Form: (Either **Click** or **ALT + HotKey**)

Cancel: Will Undo any changes made to a record before the information is saved. If you get an indication that the information is saved, you can delete the record and start again.

Delete: Deletes an equipment data record

Note: You cannot access the header information for changes(UIC, Util, From, To, Prepared or Valid. The Status information is calculated by the system once you leave this Input data screen.

IMCSRS													
UPDATE DA FORM 2406													
Validate													
UIC: W1JBAA		Util: Q		From: 1998289		To: 1998319		Prepared: 1998320		Status on Er <input type="radio"/> Blank <input checked="" type="radio"/> Valid <input type="radio"/> Incompl			
SEQ	MODEL	ECC/LIN	EOS	AUTH	On Hand	POSS	AVAIL						
					Spt Org	Maint Org	Spt Supply	Maint Supply					
1	040M02	GZ	A10769		3	3	93	93					
					0	0	0	0					
2	STEM1	GZ	A10837		5	5	155	155					
					0	0	0	0					
3	STEICR	KC	A56243		4	4	124	124					
					0	0	0	0					
4	M578	GF	R50544		2	2	62	62					
					0	0	0	0					
5	M88A1	GF	R50681		2	2	62	62					
					0	0	0	0					
<div> <div>Cancel</div> <div>Delete</div> <div>About Updating the 2406</div> <div>Resequence</div> </div>													

Figure 8 - Equipment Data Input

* All calculations for the Quantitative fields are done on exiting the record.

14. Reports Menu (Figure 9)

The primary purpose of the IMCSRS is to prepare unit DA Form 2406 information for transmission to LOGSA.. The IMCSRS formats a 2406 report which can then be exported to LOGSA via Electronic Mail (MAPI compliant if you wish to access your e-mail system from IMCSRS) or 3.5" diskette. This can be done from **Reports Menu** which is accessed from the **Main Menu**.

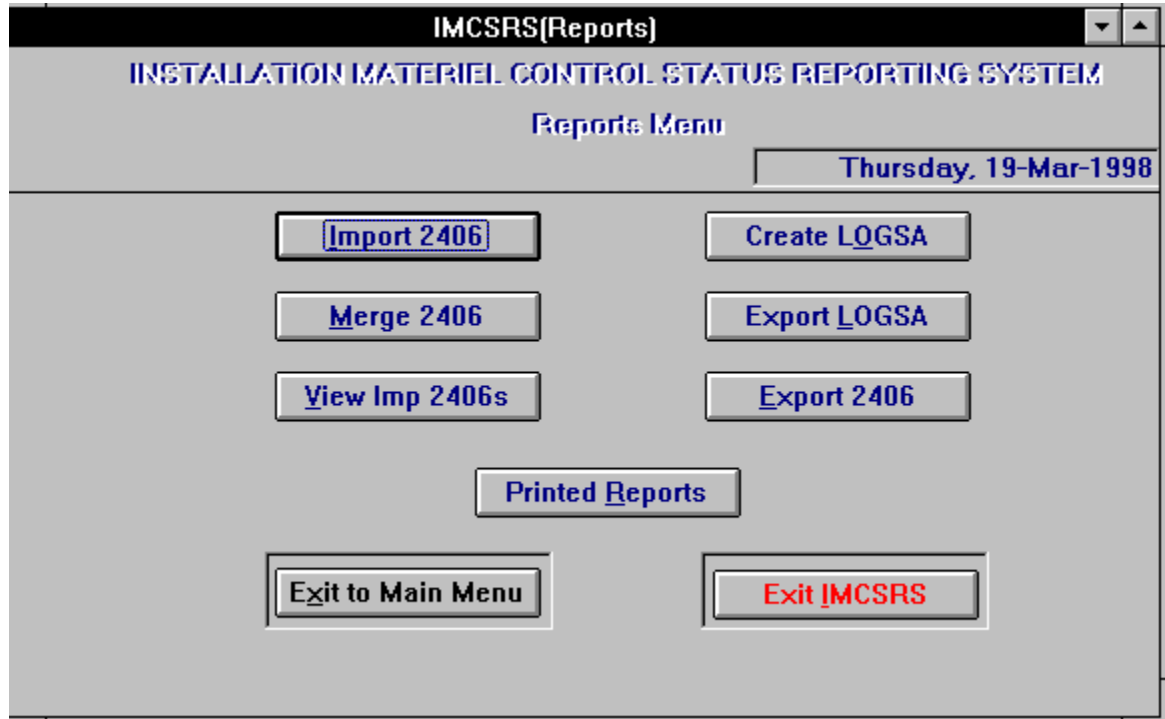


Figure 9 - Reports Menu

The menu choices from the **Reports Menu** are:

Export 2406 - The purpose of Export 2406 is to create a temporary database file that is sent from the unit to the installation. The 2406 selection will format 2406 reports for **valid** units. And gives you a choice of creating a file to diskette or creating a file to be attached to an E-Mail message. The file created is **Temp.MDB** and is automatically created on the **c:** drive for Mail.

Selecting Export 2406 brings Selection Screen (Figure 9a)

a) If you select Mail, your mail system is loaded (must be a **MAPI** compliant system). The **Temp.MDB** can then be attached to your e-mail message and sent to the next higher level to be merged.

b) If you select Disk, a screen appears allowing you to enter the drive to which you wish to export. **Temp.MDB** will be created on the drive you selected and you can then forward the disk to the next higher level to be merged.

Import 2406 - Used to import the 2406 reports received from the different units into the current IMCSRS database. At this point, it has not been merged into the main system. The information can be viewed before merging by selecting the **View Imp 2406s** button.

View Imp 2406s - Allows you to view the data that has been imported before merging it with your system.

Merge 2406s -Merges the data that has been previously imported. It will overwrite any duplicates. If there any duplicates detected, a list of the Units is made and you may select to print this list only at the time of Merging. The list will be deleted once printed or declined to print.



Figure 9a

Create LOGSA - Creates the LOGSA report which is sent from the installation to LOGSA. Selecting this menu choice brings up a screen allowing you to enter the drive on which you wish to create the LOGSA file. It will then create a file called **AGU04F.TXT** on the specified drive. The file contains the formatted 2406 report of valid units to be sent to LOGSA via E-Mail or Diskette.

Export LOGSA - Selecting Export LOGSA brings up a screen similar to Figure 9a.

Choosing Disk, asks for the disk drive letter and will export the **AGU04F.TXT** file to the diskette. Choosing Mail will bring up your mail system if its a **MAPI** complaint system. if it is not a **MAPI** system you can still send your file by e-mail, but you will have to log off IMCSRS) and you can attach **AGU04F.TXT** and send to LOGSA.

Exit to Main Menu - Returns you to the Main Menu.

Exit IMCSRS - Logs you out of IMCSRS.

Printed Reports - Brings up the Printed Reports Selection Screen (Figure 10).

If the **Print Preview** button is activated by one of your choices, you can preview the report before printing it.

If the **Select UICs** button is activated you select this button and select from a list of UICs to create a report on.

IMCSRS(PRINTED REPORTS)

INSTALLATION MATERIEL CONDITION STATUS REPORTING SYSTEM

PRINTED REPORTS

Thursday, 19-Mar-1998

Reports Selection:

<input checked="" type="radio"/> Blank Form 2406 pg 1	<input type="radio"/> Reportable Equipment List
<input type="radio"/> Blank Form 2406 pg 2	<input type="radio"/> Status Report by Utilization Code
<input type="radio"/> Units 2406 Report	<input type="radio"/> Over/Short Report
<input type="radio"/> Units Not Reported	<input type="radio"/> Equipment Availability Report
<input type="radio"/> UIC List	

Select UICs Print Preview Print Prev Menu Main Menu

Figure 10 - Printed Reports Selection Screen

Report Selection Choices:

- Blank Form 2406 pg1 and pg 2** - creates a blank 2406 Form
- Over Short** - This option provides a comparison of on-hand assets measured against authorized equipment as reported by the units. The report lists information by ECC/LIN and model. The report shows the unit reporting, authorized and on-hand quantities, the quantity over or short, and the percent of fill measured against authorized.
- Equipment Availability Report** - This report shows the availability of equipment on a percentage basis by item of equipment and by unit (UIC indicated). The percent FMC is indicated for each unit and for the ECC/LIN, the DA FMC average is also indicated, and items falling below the DA goal are marked by an asterisk.
- UIC List** - Prints a listing of the units stored in the system. The report lists the UIC, utilization code, organization description, TOE number, and 2406 status (VALID, BLANK, or INCOMPLETE).
- Reportable Equipment List** - Prints a listing of equipment contained in the Reportable Equipment table in the system. These items are the only ECC/LIN and model numbers that will be selected. It is recommended that, as a minimum, this report be printed for use by operators for use in editing reports as they are processed. Selecting this option initially produces a menu giving you a choice of sequencing for the report. The report may be printed in LIN sequence or in ECC/LIN or Model Number sequence. The same information is printed on each report, but in three different sequences.
- Units Not Reported** - Produces a report listing all units with a current report status of BLANK OR INCOMPLETE.
- Status Report by Utilization Code** - This option prints a listing of items grouped by utilization code. All items from reporting units under the utilization code and are

grouped by ECC/LIN, with standard 2406 information indicated. The report also reflects the DA FMC average and the computed FMC average, and marks items below the DA goal with an asterisk.

h) **Units 2406 Report** - Prints the current period 2406 for all units with a VALID report status. Units with BLANK or INCOMPLETE status will not be printed. The option prints a DA Form 2406 style report with all normal report columns filled in based on the information previously entered. The system also prints three extra columns on the report. This selection will activate the **Select UICs** button. Selecting this will allow you to select a specific number or all UICs to print. (Figure 11)

You may preview the report, print without preview or exit without printing.

Form: frmMultiSelect2406Print

PRINT UICs 2406 REPORT

Choose From:

WOCHAA 4

>

<

>>

<<

Selected:

Print Preview

Print

Exit

Figure 11 - Select UICs for Print

The left (grey block) list the available UICs for print. The right (green block) list the UICs that have been selected for print.

The greater than symbol (>) moves one UIC and (>>) moves all UICs to the to-be printed section.

The less than symbol (<) moves one UIC and (<<) moves all UICs from the section to to be printed.

15. Administrative Menu (Figure 12)

The *Administrative Menu* allows you to change the report dates, prepare the tables for a new reporting period, save data to a disk before preparing for a new reporting period and viewing previously saved data.

The screenshot shows a window titled "IMCSRS (ADMINISTRATION)" with a subtitle "INSTALLATION MATERIEL CONDITION STATUS REPORTING SYSTEM". Below this is the "ADMINISTRATIVE MENU" header. The date "Thursday, 23-Oct-1997" is displayed in the top right. The menu contains several buttons: "Reporting Dates", "Update Reportable Equip", "New Report Period", "Reload Reportable Equip", "Save Current Report Period", "Attach Prev Report Data", "Reattach Current Data", "Exit to Main Menu", and "Exit IMCSRS".

Figure 12 - Administrative Menu

Report Dates - The Report Dates Screen (Figure 12a) allows a review of the current period dates for Active and Reserve report cycles. You enter the Beginning Date for Active Army and Reserve and the system will calculate the Ending And Prepared Dates for you. Any of these dates may be edited.

The screenshot shows a window titled "IMCSRS (Reporting Period)" with a subtitle "Report Dates". The date "Saturday, 20-Mar-1999" is displayed in the top right. The screen is divided into sections. The top section has "Display Dates as:" with a "Julian" button and a "Set Report Dates" button. The middle section has "Beginning:" and "Ending:" labels. Under "Beginning:", there are two rows: "Active Army:" and "Reserve/National Guard:", each with a date field showing "04/16/1999". Under "Ending:", there are two rows: "Active Army:" and "Reserve/National Guard:", each with a date field showing "05/15/1999". Below this, there is a "Date Report Prepared:" label with a date field showing "05/16/1999". The bottom section has two buttons: "Prev Menu" and "Main Menu".

Figure 12a - Report Dates

You may choose to display dates in Julian Format (YYYYJJJ) by pressing the button labeled "Julian".

Save Current Report Period - You should save the current 2406 reporting period before starting a new reporting period. When selecting, you are asked for a drive to save the information to. The default is **A:\limcs_bkp.mdb**. The information **must always** be saved to a **.MDB** file.

New Reporting Period - Selecting this option will zero out the down days from the previous reporting period on the units 2406. Possible and Available days are then recalculated using the number of reporting days in the new report period. All UICs with a status of Valid will be reset to a status of Incomplete. The user will have to revalidate each UIC.

Attach Prev Report Data - You are prompted for the drive and file location of the data you wish to take a look at. It is one of the files you previously created with the **Save Current Report Period** function.

Reattach Current Data - After viewing data from a previous period, you must reattach the current periods data. Selecting this option will automatically reattach the data for you.

Update Reportable Equip - The Reportable Equipment List is created by LOGSA and sent to each user. This option prompts you for the location of your database and allows you to update your table automatically. It will prompt you for the drive you are installing from. It then lists the files contained on that drive and you may enter the applicable file and select okay (See Figure 12d). It updates the Reportable Equipment List in the System and records the date the list was updated.

Reload Reportable Equip - This option prompts you for the location of your database. and allows you to reload the equipment file for any reason you may need to do so before a new version of the equipment list is sent out. It will prompt you for the drive you are installing from. It then lists the files contained on that drive and you may enter the applicable file and select okay (See Figure 12d). It reloads the Reportable Equipment List in the System without changing the date of the last update.

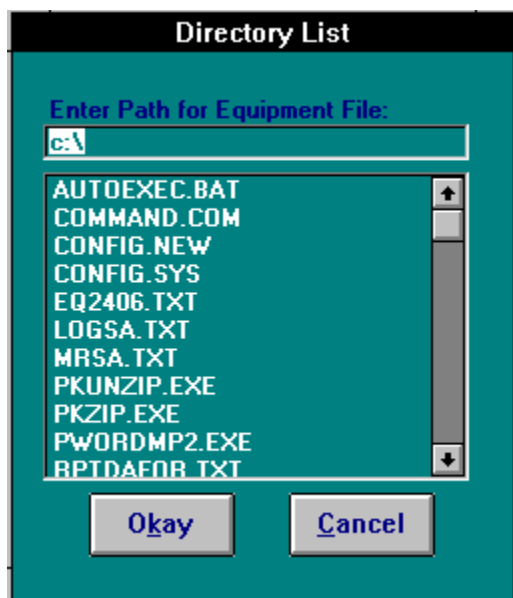


Figure 12d - List of Files on Drive C

16. Utilities Menu (Figure 14)

The Utilities Menu is loaded from the IMCSRS 3.2 Program Group in Program Manager.



By double clicking the Utilities Icon, you enter the Utility System in the same manner as the IMCSRS System. From the Utility Menu, you may:

Repair IMCSRS - You may receive an error from the IMCSRS system that states that it has been corrupted, try repairing the system with this option.

Compact IMCSRS - The system storage may become fragmented, you may compress IMCSRS using this option.

Backup IMCSRS - Prompts you for a drive to back the system up to. It is recommended you do a regular backup to prevent loss of data.

Restore IMCSRS - You restore your IMCSRS data using this option. You are prompted for drive and file you are using to restore the data from.

Exit Utility - Logs off Utility System

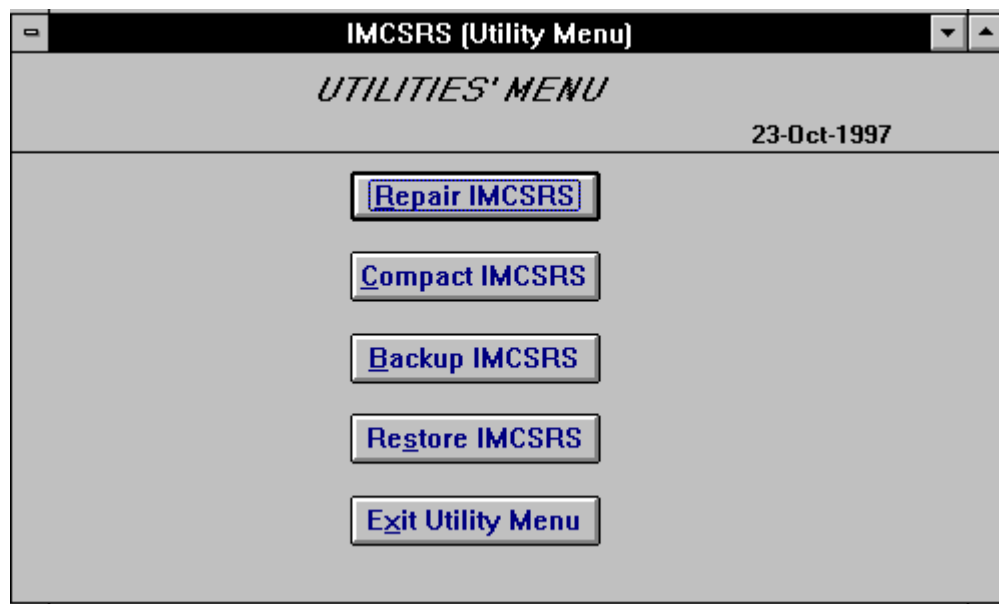


Figure 14 - Utility Menu on the Utilities System